



Original



Amendment

LEGISLATIVE RESOURCE CENTER

U.S. House of Representatives
111th Congress

2009 JUN 11 AM 11:17

OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVESEMPLOYEE
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips, or similar events undertaken in connection with official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with House Rule 25, clause 5, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within 15 days after travel is completed. The Clerk is to make the second page of this form publicly available as soon as possible after it is filed.

Name of Traveler (print or type): Kimberly Ellis

I certify that the information contained on all pages of this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:

Kimberly Ellis

DATE:

6/10/09

I authorized this travel in advance. I have determined that all of the expenses listed on this form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER:

Cong. Kevin Brady

SIGNATURE OF SUPERVISING MEMBER:

Kevin Brady

DATE:

6/10/09

BRADY.

☒ Original ☐ Amendment

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

1. Name of Traveler (print or type): Kimberly Ellis
2. a. Name of Accompanying Family Member (if any): N/A
 b. Relationship to Employee: ☐ Spouse ☐ Child ☐ Other (specify): N/A
3. a. Date of Departure and Date of Return: May 24th - May 30th
 b. Dates at personal expense (if any): N/A
4. Itinerary (cities of departure – destination – return): Washington D.C., Geneva, Switzerland, Belgium, Brussels, Washington, DC (see attached agenda)
5. Sponsor(s) (who paid for the trip): The German Marshall Fund of the United States (GMF)
6. Describe meetings and events attended (attach additional pages if necessary): Please see attached agenda
7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
 - a. ☒ the Private Sponsor Travel Certification Form completed by the trip sponsor, including all attachments;
 - b. ☒ the Traveler Form completed by the employee; *and*
 - c. ☒ the Committee on Standards' letter approving my participation on this trip.
8. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box): ☐
 b. If not, explain: I did not participate in one of the activities - a tour of a paper mill - due to health concerns. I certify I participated in all others.
9. TRAVEL EXPENSES: *Obtain actual dollar amounts from the sponsor. If exact dollar amounts are unavailable by the due date, provide a good faith estimate and file an amended form once the correct amounts are received.*

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	\$1995.46 (see attached)	\$1,455.90 (see attached)	\$772.36
For accompanying family member:	N/A	N/A	N/A
	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)	
For employee:	N/A	N/A	
For accompanying family member:	N/A	N/A	

9. Travel expenses include flights, ground transportation (metro, van), and a ferry ride. The hotel expenses include 3 nights in Geneva and 3 nights in Brussels. The hotel requested that we reserve rooms for Sunday night on May 24th to ensure early check-in on Monday, May 25th. We did not originally account for this in the pre-travel form. Daily lodging expenses remained the same.

**CONGRESSIONAL STAFF STUDY TOUR
GENEVA, SWITZERLAND AND BRUSSELS, BELGIUM
SUNDAY, MAY 24 – SATURDAY, MAY 30**

DELEGATION CONTACTS:

U.S. Mission to the WTO, Geneva: route de Pregny 11, 1292 Chambésy, Switzerland
Phone: 022 749 41 11

U.S. Embassy, Brussels, BE: Regentlaan 27 Boulevard du Régent, B-1000 Brussels
Phone: (32-2) 508-2111

U.S. Mission to the European Union: Zinnerstraat - 13 - Rue Zinner, B-1000 Brussels, Belgium
Phone: +32-2-508-2111

ACCOMMODATIONS:

Geneva: Warwick Hotel Geneva
rue de Lausanne 14
1201 Genève, Switzerland
+41 22 716 80 00

Brussels: Sofitel Brussels Europe
Place Jourdan 1
1040 Brussel, Belgium
+32)2/2355100 - (+32)2/2355101

May 24, Sunday

15:30 Delegation arrives to airport for logistics briefing
18:00 Delegation departs IAD for GVA on AIR SWISS FLT: 3203

May 25, Monday

Geneva, Switzerland

08:00 Delegation arrives GVA

- 08:00-09:00 Transfer to Warwick Hotel (van)
 Location: Warwick Hotel Geneva
 rue de Lausanne 14
 1201 Genève, Switzerland
 +41 22 716 80 00
- 09:00-11:30 Individual work period
- 12:30-14:00 **Working Lunch: Office of the U.S. Trade Representative - Welcome Briefing**
 ■ **David Shark**, Deputy Permanent Representative to the WTO
 USTR mission to Geneva
 Location: Restaurant Milan
 9 Rue Chaponnière
 Tél: (41) 022 732 46 65
- 14:30 – 15:00 **Briefing with U.S. Mission**
 ■ **Otto Van Maerssen**, Economic Affairs Counsellor
 Location: Hotel Royal – Meeting Room (Rousseau B)
 41, rue de Lausanne
 CH-1201 Geneva
 Tel.+41 (0)22 906 14 14
 Fax +41(0)22 906 14 99
- 15:00-16:30 **Meeting with International Institute for Sustainable Development (IISD):**
 Substantive Framing
 ■ **Mark Halle**, European Representative
 ■ **Peter Wooders**, Senior Economist for Climate Change, Energy and Trade
 ■ **Matthew Stilwell**, Managing Director of the Program on Governance for
 Sustainable Development at the Donald Bren School of Environmental
 Science & Management at the University of California, Santa Barbara
 ■ **Mahesh Sugathan**, Programme Coordinator for Economics and Trade
 Policy Analysis (ICTSD)
 Location: Hotel Royal – Meeting Room (Rousseau B)
 41, rue de Lausanne
 CH-1201 Geneva
- 16:30-18:00 Individual work period
- 18:30-20:30 **Working Dinner: Trip Objectives**
 ■ **Sean Mulvaney**, Director, Economic Policy Program, GMF
 Location: Café Papon
 Rue Henry-Fazy 1
 1204 Genève
 +41 (0) 22 311 54 28

May 26, Tuesday

Geneva, Switzerland

- 08:30 -09:30 **Working Breakfast with Sidley Austin LLP: Climate Change at the WTO**
- **John Weekes**, Senior Policy Advisor
 - **Tatjana Sachse**, Associate, International Trade and Arbitration
 - **Jan Bohanes**, Associate
- Location:* Warwick Hotel Geneva
 rue de Lausanne 14
 1201 Genève, Switzerland
 +41 22 716 80 00
- 10:15-13:30 Ferry to Lausanne/Lunch
- Departure Location:* Ferry Dock - Mont Blanc
Arrival Location: Ferry Dock – Ouchy
- 14:00-15:45 Individual work period in City of Lausanne
- 16:00-17:00 **Meeting with International Institute for Management Development (IMD):**
Introduction to the Business School
- **Sean Mehaan**, Professor of Marketing and Change Management and Dean of External Relations at IMD
 - **James Pulcrano**, Executive Director, Executive MBA Office, External Relations Region A (Switzerland, Germany, Austria, France, Spain, Portugal & Latin America)
 - **Aileen Ionescu-Sommers**, Deputy Director, Corporate Sustainability Management
- Location:* IMD
 Ch. de Bellerive 23
 P.O. Box 915
 CH-1001 Lausanne, Switzerland
- 17:00-19:00 **Meeting with members of the Evian Group: Business Perspectives**
- See attachment for list of participants
- Location:* IMD
 Ch. de Bellerive 23
 P.O. Box 915
 CH-1001 Lausanne, Switzerland
 Tel: +41 21 618 06 28
- 20:00-22:00 **Working dinner with Evian Group Members: Sector Perspectives**
- See attachment for list of participants
- Location:* Café du Grutli
 Rue de la Mercerie 4
 1003 Lausanne
 Tel: +41 (0)21 312 94 93

May 27, Wednesday

Geneva, Switzerland

- 08:00-09:00 Breakfast at Warwick Hotel
- 10:00-10:45 **World Trade Organization (WTO) General Introduction/ Overview**
▪ **Mr. Bernard Kuiten**, Head of External Relations, Information and External Relations Division
Location: World Trade Organization
rue de Lausanne 154
1202 Genève, Switzerland
- 10:45-11:30 **WTO Trade and Environment**
▪ **Ms Ludivine Tamiotti**, Counsellor, Trade and Environment Division
- 11:30-12:15 **WTO Dispute Settlement**
▪ **Mr. Jorge Castro**, Counsellor, Legal Affairs Division
- 12:15-14:45 **Working Lunch with the International Centre for Trade and Sustainable Development (ICTSD): Trade, Climate Change and Development**
▪ **Moustapha Kamal Gueye**, ICTSD
Location: La Perle du Lac
rue de Lausanne 128
1202 Genève, Switzerland
+41 22 909 10 20
- 14:30-15:15 **WTO Trade and Intellectual Property Rights**
▪ **Mr. Antony Taubman**, Director
▪ **Mrs. Jayashree Watal**, Counsellor, Intellectual Property Division
- 15:15-16:00 **WTO Trade and Development**
▪ **Mr. Hans-Peter Werner**, Counsellor, Development Division
- 16:00-16:45 **WTO Trade in Services**
▪ **Mr. Peter Morrison**, Counsellor, Trade in Services Division
- 16:45-17:30 **The Role of the WTO adjudication**
▪ **Mrs. Gabrielle Marceau**, Counsellor, Office of the Director-General
- 18:00-19:30 Airport Check-in and Dinner
- 20:00 Delegation departs GVA on AIR SWISS FLT:4162
- 21:20 Delegation arrives at BRU
- 21:20-22:30 Transfer to hotel and check-in

Location: Sofitel Brussels Europe
Place Jourdan 1
1040 Brussel, Belgium
+32)2/2355100 - (+32)2/2355101

May 28, Thursday

Brussels, Belgium

- 09:30-10:30 **Working breakfast : U.S. Mission to the EU and U.S. Embassy in Brussels - Welcome Briefing**
- **Daniel Mullaney**, Senior Trade Representative at the US Mission to the EU
 - **Rob Dollinger**, Environmental, Scientific and Technical Affairs Officer
United States Mission to the European Union
- Location:* Sofitel Brussels Europe
Place Jourdan 1
1040 Brussel, Belgium
+32)2/2355100 - (+32)2/2355101
- 10:30-11:30 Individual work period
- 12:00-13:30 **Working lunch with European Parliamentarian Party Secretariat representatives: The Politics of European Legislation**
- Alliance of Liberals and Democrats for Europe
 - European People's Party
 - The Greens
 - Socialist Group
- Location:* European Parliament
Wiertzstraat 60
1047 Elsene, Elsene, Belgium
- 14:00-15:30 **Meeting with the European Commission: Directorate-General for Trade**
- **Ignacio Garcia Bercero**, Director, Directorate C: Sustainable Development, Bilateral Trade
 - **Ditte Juul Jorgensen**, Head of Unit, Trade and Sustainable Development
 - **Peter Czaga**, Desk Officer, Trade aspects of climate change
- Location:* European Commission
Wetstraat 200
1049 Brussel, Brussels, Belgium
- 16:30-18:00 **Meeting with European Commission: Directorate-General for Environment**
- **Artur Runge-Metzger**, Head of Unit
 - **Damien Meadows**, Deputy Head of Unit for Market-based Instruments
- Location:* Directorate-General Environment
Avenue de Beaulieu 5
1160 Brussels

18:30-19:45 Individual work period

20:00-22:00 **Working Dinner with Business Representatives**

- **Matthew Baldwin**, Advisor to Jose Manuel Barroso, President of the European Commission
- Airbus
- Statoil
- Daimler

Location: Restaurant Stirwen
Chaussee St Pierre 15-17, 1040 Brussels
T.: +32 2 640 85 41

May 29, Friday

Brussels, Belgium

08:30-09:30 **Working Breakfast: Non-Profit Perspectives**

- **Matthias Duwe**, Climate Action Network (CAN)

Location: Sofitel Brussels Europe
Place Jourdan 1
1040 Brussel, Belgium
+32)2/2355100 - (+32)2/2355101

09:30-11:00 **Meeting with officials from Member Country Permanent Representations to the European Union: European Perspectives**

- **Miguel Castroviejo**, Environment Counsellor, Permanent Representation of Spain to the EU
- **Rainer Steffens**, Permanent Representation of Germany to the EU
- **Francois Kruger**, Permanent Representation of France to the EU

Location: Sofitel Brussels Europe
Place Jourdan 1
1040 Brussel, Belgium
+32)2/2355100 - (+32)2/2355101

13:00-14:00 **Working Lunch with StoraEnso**

Location: Stora Enso Langerbrugge N.V.
Wondelgemkaai 200
9000 Gent
Belgium

14:00-17:00 **Site visit: StoraEnso Langerbrugge Mill Tour and Sector Overview**
Stora Enso is a global paper, packaging and forest products company.

Location: Stora Enso Langerbrugge N.V.
Wondelgemkaai 200
9000 Gent
Belgium

19:30-21:30

Dinner in Brussels

Location: Scheltema
Rue Des Dominicains 7
B-1000 Brussel, Belgium

May 30, Saturday

Brussels, Belgium

12:00

Group Departs from Brussels to Dulles on Lufthansa Flight 9382

14:16

Flight 9382 Arrives at IAD

ZOE LOFGREN, CALIFORNIA
CHAIR

BEN CHANDLER, KENTUCKY
G. K. BUTTERFIELD, NORTH CAROLINA
KATHY CASTOR, FLORIDA
PETER WELCH, VERMONT

KENYEN R. BROWN,
ACTING STAFF DIRECTOR/CHIEF COUNSEL

R. BLAKE CHISAM,
COUNSEL TO THE CHAIR

ONE HUNDRED ELEVENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON STANDARDS OF
OFFICIAL CONDUCT

Washington, DC 20515-6328

May 11, 2009

JO BONNER, ALABAMA
RANKING REPUBLICAN MEMBER

J. GRESHAM BARRETT, SOUTH CAROLINA
JOHN KLINE, MINNESOTA
K. MICHAEL CONAWAY, TEXAS
CHARLES W. DENT, PENNSYLVANIA

TODD UNGERRECHT
COUNSEL TO THE RANKING
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL
(202) 225-7103

Ms. Kimberly Ellis
Office of the Honorable Kevin Brady
301 Cannon House Office Building
Washington, DC 20515

Dear Ms. Ellis:

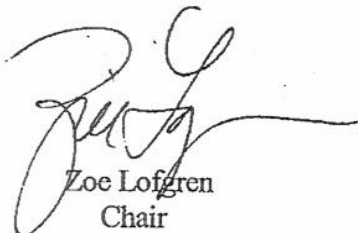
Pursuant to House Rule 25, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Switzerland and Belgium scheduled for May 24 to 30, 2009 sponsored by the German Marshall Fund of the United States.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$335 from a single source on Schedule VII of that statement.


Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act, gifts "of minimal value [currently \$335] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of \$335 received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Zoe Lofgren
Chair



Jo Bonner
Ranking Republican Member

ZL/JB:slo

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM
For Members, Officers, and Employees

Q156
RECEIVED
2009 MAY -8 AM 11:50
COMMITTEE ON STANDARDS

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Kimberly Ellis

I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.

Signature: Kimberly Ellis

Name of Signatory (if other than traveler): _____

For staff, name of employing Member/Committee: Congressman Kevin Brady

Office address: 301 Cannon House Office Building

Phone number: 5-4901

Email address of contact person: kimberly.ellis@mail.house.gov

- ☐ Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

NOTE: You must complete the contact information fields above, as Committee staff may need to contact you if additional information is required.

If there are any questions regarding this form please contact the Committee:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)

U.S. House of Representatives
Committee on Standards of Official Conduct

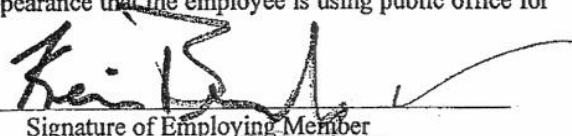
PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Kimberly Ellis
2. Sponsor(s) (who will be paying for the trip): German Marshall Fund of the United States
3. Travel destination(s): Geneva, Switzerland and Brussels, Belgium
4. a. Date of Departure and Date of Return: May 24th - May 30th, 2009
b. Will you be extending the trip at your personal expense? ☐ Yes ☒ No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? ☐ Yes ☒ No
b. If yes, name of accompanying family member: _____
c. Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)? ☐ Yes ☒ No
b. If yes, check one of the following: ☐ N/A - Sponsor checked 9(a) or 9(b) *should be checked*
(1) Approval for one-night's lodging and meals is being requested: ☐ or
(2) Approval for two-nights' lodging and meals is being requested: ☐
If "(2)" is checked, explain why the second night is warranted: _____
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box): ☒
8. Explain why participation in the trip is connected to your individual official or representational duties:
Develop and advise Congressman on policies related to trade and climate change, given his
role as Ranking Member of a sub-committee of jurisdiction

9. **FOR STAFF:**
TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: _____


Signature of Employing Member

NOTE: This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

5/8/09

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): The German Marshall Fund of the United States SSOIC(3)
non profit
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See Attachment
See Attachment dc
6. Dates of travel: May 24th-May 30th 2009
7. Cities of departure - destination - return: Washington, DC - Geneva, Switzerland - Brussels, Belgium - Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following: Not listed on House Clerk's lobbyist database
 - a. N/A - I checked 9(a) or (b) above: ☒
 - b. One-night's lodging and meals are being offered: ☐ or
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

5/8/09

11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*Signify that the statement is true by checking box*): ☒ or
 - N/A -- trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
- The purpose of this trip is to strengthen understanding and awareness between the U.S. and Europe.
GMF is responsible for the selection and recruitment of all participants and for all aspects of the organization of this trip
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
Travel will be by plane and rail. Coach travel will be provided in both instances.
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*Signify that the statement is true by checking box*): ☒
15. I represent that either (*check one of the following*):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): See attached
16. Reason for selecting the location of the event or trip: We will visit Geneva in order to meet with WTO officials.
We will visit Brussels in order to meet with officials from the EU Institutions.
17. Name of hotel or other lodging facility: Warwick Hotel, Geneva. Sofitel Brussels Europe
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): Approximate Costs:
Geneva: \$284, Brussels: \$198
19. Reason(s) for selecting hotel or other lodging facility: The Warwick in Geneva is close to the WTO. The Sofitel in Brussels is close to the EU Institutions.

5/8/09

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> good faith estimates			
For each Member, Officer, or employee	\$2,300	\$1,162	\$873
For each accompanying family member	N/A	N/A	N/A

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying family member	N/A	N/A

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: Dodie A Jones

Name and title: Dodie Jones, Program Officer, Congressional Affairs

Organization: The German Marshall Funds of the United States

Address: 1744 R St. NW

Telephone number: 202 683 2629

Fax number: 202 265 1662

Email Address: djones@gmfus.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

5/809

15b. Expenses for this trip are based on Federal per diem rates. We estimate that the daily meal allowance in Geneva will be \$162.00 (3 days, 9 meals). We estimate that daily meal allowance in Brussels will be \$156.00 (2 ½ days, 7 meals, including breakfast on Saturday, May 30th pre-flight). We estimate that a pre-flight informational lunch at Dulles airport on Sunday, May 24th will cost \$25.00 based on the Washington D.C. Area daily per diem of \$64.00.

G | M | F The German Marshall Fund
of the United States
STRENGTHENING TRANSATLANTIC COOPERATION

April 29, 2009

Kimberly Ellis
Legislative Director
Office of Congressman Kevin Brady
301 Cannon House Office Building
Washington, DC 20515

Dear Kimberly:

On behalf of the German Marshall Fund of the United States (GMF), I would like to invite you to participate in a congressional staff study tour to Geneva, Switzerland and Brussels, Belgium to learn about trade and climate policies.

This study tour will provide congressional staff with the opportunity to engage government officials, WTO officials, business leaders, academics and NGO's. The tour will primarily focus on the lessons learned from the European climate experience and how climate issues are viewed in a multilateral trade context at the WTO. Geneva and Brussels offer ideal access to the WTO and the European Union. Through these meetings, it is our aim to foster greater understanding of this complex issue and provide for a free exchange of policy ideas among staff and their counterparts in Europe.

The tour will bring a delegation of eight to ten congressional staff to Geneva and Brussels from May 24th -May 30th (five full days). The staff will spend May 25th -27th in Geneva and May 28th -30th in Brussels.

GMF is a 501(c)3 organization incorporated in the United States as a not-for-profit organization. GMF is the only private sponsor of this study tour. Please find the private sponsor travel certification form and a draft agenda attached for your submittal to the Committee on Standards of Official Conduct. Ethics forms are due to the Committee on Standards of Official Conduct no later than Friday, May 8th.

We hope you will be able to join us for what promises to be an exciting and informative trip.

Sincerely,


Dodie Jones

Program Officer, Congressional Affairs
The German Marshall Fund of the United States

Invitees for Geneva/Brussels
Congressional Staff Study Tour on Trade and Climate Policies
May 24-May 30, 2009

These staffers were selected because of their expertise and interest in trade and climate change issues, which are the focus of this study tour.

(Alphabetical order)

1. Alex Barron
Professional Staff Member
Committee on Energy and Commerce
2125 Rayburn House Office Building
2. Joel Beauvais
Counsel
Committee on Energy and Commerce
2125 Rayburn House Office Building
3. James Bradbury
Senior Legislative Assistant
Office of Congressman Jay Inslee
403 Cannon House Office Building
4. Amanda Mertens Campbell
Minority Counsel
Committee on Energy and Commerce
2322A Rayburn House Office Building
5. Kimberly Ellis
Legislative Director
Office of Congressman Kevin Brady
301 Cannon House Office Building
6. Alan Feyerherm
Legislative Director, Deputy Chief of Staff
Office of Congressman Jeff Foretenberry
1535 Longworth House Office Building
7. Jason E. Kearns
Democratic Trade Counsel
Committee on Ways and Means
1102 Longworth House Office Building
8. Alison O'Donnell
Legislative Director
Office of Congressman Artur Davis
208 Cannon House Office Building

9. Erik Olson
Policy Advisor
Office of Congressman Ron Kind
1406 Longworth House Office Building
10. Warren Payne
Minority Trade Economist
Committee on Ways and Means
1139E Longworth House Office Building
11. Lee Slater
Senior Legislative Assistant
Office of Congressman John Larson
106 Cannon House Office Building
12. Andrea Spring
Minority Professional Staff Member
Committee on Energy and Commerce
2322A Rayburn House Office Building

G | M | F The German Marshall Fund
of the United States
STRENGTHENING TRANSATLANTIC COOPERATION

**CONGRESSIONAL STAFF STUDY TOUR
TRADE AND CLIMATE
GENEVA, SWITZERLAND AND BRUSSELS, BELGIUM
MAY 24-MAY 30**

DELEGATION CONTACTS:

U.S. Mission to the WTO, Geneva: route de Pregny 11, 1292 Chambésy, Switzerland
Phone: 022 749 41 11

U.S. Embassy, Brussels, BE: Regentlaan 27 Boulevard du Régent, B-1000 Brussels
Phone: (32-2) 508-2111

ACCOMODATIONS:

Geneva: Warwick Hotel Geneva
rue de Lausanne 14
1201 Genève, Switzerland
+41 22 716 80 00

Brussels: Sofitel Brussels Europe
Place Jourdan 1
1040 Brussel, Belgium
+32)2/2355100 - (+32)2/2355101

May 24, Sunday

17:00 – Delegation departs Washington Dulles airport for Geneva

May 25, Monday

8:00: Delegation arrives at Geneva airport

8:30-11:30: Personal work period

12:00 – 13:30: Lunch briefing with IISD – Substantive Framing

14:00 – 15:00: Welcome briefing with the U.S. mission in Geneva

15:30 – 16:30: Graduate Institute – Systemic Issues
Joost Pawelyn

17:00 – 18:00: Personal work period

18:30 – 21:00: Dinner with Industry Reps.

May 26, Tuesday

8:00 – 9:00: Breakfast with UN Climate
Meet at Hotel

9:30 – 10:30: Gary Sampson, LSE based in Geneva

11:00 – 12:30: ICTSD - Development angle
Malena Sell, Environment & Agriculture Senior Programme Officer
Ricardo Meléndez-Ortiz, Chief Executive
Miguel Rodriguez Mendoza, Regionalism and Aid for Trade Senior Fellow
Thomas Legge to contact Bernice Lee at Chatham House for her input on who to meet at ICTSD

19:30 – 21:00: Dinner with IMD/Evian Group members

22:20 – 23:04: Train to Geneva

May 27, Wednesday

8:00 – 9:00: Breakfast briefing with Sidley Austin
John Weekes

9:30 – 11:00: Meeting with WTO Secretariat
Lamy – DG (French)
Rockwell – Spokesperson (American)
Yerxa – DDG (American)
Bruce Wilson – Legal Affairs (American)

11:00 – 12:00: Briefing with WTO Appellate body members

12:30 – 14:00: Lunch with WWP

14:30 – 15:30: Tour of the WTO

16:00 – 17:00: Briefing with WTO Negotiators

17:30 – 19:00: Dinner

20:00 – 21:20: Flight from Geneva to Brussels

21:20 – Land in Brussels

21:20 – 22:00: Transfer to Brussels Hotel

May 28, Thursday

8:00 – 9:30: Breakfast with Daimler

10:00 – 11:00: Briefing with U.S. Embassy
At Hotel

11:30 – 12:30: Briefing with DG Trade

13:00 – 14:30: Lunch with Parliamentarians – In Parliament building
Avril Doyle, Group of the European People's Party (Christian Democrats) and European Democrats. Rapporteur for Climate Package in Parliament.

15:00 – 16:00: Briefing with DG Environment
Peter Zapfel, Assistant to the Deputy Director-General - Carbon market and economic issues

16:30 – 17:30: Briefing with Barroso Cabinet
Matthew Baldwin – Barroso Cabinet

18:00 – 19:30: Personal work period

20:00 – 22:00: Dinner with U.S. Chamber

May 29, Friday

8:00 – 9:00: Breakfast with the Climate Group
Luc Bas
Head of Government Relations, Europe

9:00-10:00: Felix Matthes – Oeko Institute based in Germany/Industry and Climate expert

11:00-13:00: Train Travel

13:00-17:00: Site visit: Industry – meetings and tour at Steel Plant or Utility Company

17:30-19:30: Dinner

19:30-21:30: Train to Brussels

May 30, Saturday

Travel day back to US

DLD

U.S. House of Representatives
Committee on Standards of Official Conduct

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM
(provide directly to each House invitee)

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form. The trip sponsor should NOT submit the form directly to the Committee. *You must answer every question on the form.*

1. Sponsor(s) (who will be paying for the trip): The German Marshall Fund of the United States
2. I represent that the trip will not be financed (in whole or in part) by a federally-registered lobbyist or a registered foreign agent (Signify that the statement is true by checking box): ☒
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (Signify that the statement is true by checking box): ☒
4. Is travel being offered to an accompanying family member of the House invitee(s)? ☐ Yes ☒ No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See attachment
See attachment
6. Dates of travel: May 24th-May 30th, 2009
7. Cities of departure - destination - return: Washington, DC - Geneva, Switzerland - Brussels, Belgium - Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (Signify "yes" by checking box): ☒
9. I represent that (check one of the following):
 - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: ☐ or
 - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: ☒ or
 - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations. ☐
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
 - a. N/A - I checked 9(a) or (b) above: ☒
 - b. One-night's lodging and meals are being offered: ☐ or
 - c. Two-nights' lodging and meals are being offered: ☐
If "c" is checked, explain why the second night is warranted: _____

- OLD
11. Check one:
- I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (Signify that the statement is true by checking box): ☒ or ☐
 - N/A – trip sponsor is an institution of higher education. ☐
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the purpose of the trip and the role of each sponsor in organizing and conducting the trip:
- The purpose of this trip is to strengthen understanding and awareness between the U.S. and Europe.
GMF is responsible for the selection and recruitment of all participants and for all aspects of the
organization of this trip.
13. a. Describe the mode of travel (air, rail, bus, etc.). For air travel, also indicate the type of aircraft (commercial, charter, or privately owned) and class of travel (coach, business class, first class, etc.):
- Travel will be by plane and rail. Coach travel will be provided in both instances.
- b. If travel will be first class or by chartered or private aircraft, provide an explanation describing why such travel is warranted: N/A
14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (Signify that the statement is true by checking box): ☒
15. I represent that either (check one of the following):
- The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees: ☐ or
 - The trip involves events that are arranged *specifically with regard* to congressional participation: ☒
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Meal Expenses
are based on Federal per diem rates.
16. Reason for selecting the location of the event or trip: We will visit Geneva in order to meet with WTO officials.
We will visit Brussels in order to meet with officials from the EU institutions.
17. Name of hotel or other lodging facility: Warwick Hotel, Geneva. Sofitel Brussels Europe
18. Cost per night of hotel or other lodging facility (approximate cost may be provided): Approximate Costs:
Geneva: \$284; Brussels: \$198
19. Reason(s) for selecting hotel or other lodging facility: The Warwick in Geneva is close to the WTO. The
Sofitel in Brussels is close to the EU Institutions.

20. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" type="checkbox"/> good faith estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or employee	\$2,300	\$1,144	\$1,092
For each accompanying family member	N/A	N/A	N/A

	Other Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	N/A	N/A
For each accompanying family member	N/A	N/A

21. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment (signify that the statement is true by checking box): ☒

22. I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature:

Dodie Jones

Name and title: Dodie Jones, Program Officer, Congressional Affairs

Organization: The German Marshall Fund

Address: 1744 R St. NW, Washington, DC 20009

Telephone number: 202 683 2629

Fax number: 202 265 1662

Email Address: djones@gmfus.org

The Committee staff may contact the above individual if additional information is required.

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Standards of Official Conduct
U.S. House of Representatives
HT-2, The Capitol
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Version date 8/2008 by Committee on Standards of Official Conduct

Olson, Susan

From: Dodie Jones [DJones@gmfus.org]
Sent: Friday, May 08, 2009 6:53 PM
To: Olson, Susan
Subject: Corrected GMF Travel Certification Forms for Trade and Climate Study Tour
Attachments: House Ethics Forms_corrected_5_08_09.pdf

Susan,

Thank you for your call today. I am sorry I missed you. I have included more detailed information on the meal expenses and recalculated the totals to correspond with the Federal per diems. I think we accounted for more meals than were necessary on the first form. The totals should be correct now.

Please let me know if you need more information or if you have any questions. I will follow up with you on Monday to make sure everything is okay.

Have a nice weekend.

Take care,
Dodie

Dodie Jones
Program Officer, Congressional Affairs
The German Marshall Fund of the United States
1744 R. Street NW, Washington D.C. 20009
tel: (202) 683-2629/ fax: (202) 265-1662

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**Deductibility Code**

Publication 78 uses a coding system to identify each organization listed by type and limitation on deductibility of charitable contributions to the organization. The code(s) displayed depend(s) on the code for which the organization qualifies. In cases where an organization has multiple deductibility codes, only the definition for each applicable deductibility code is displayed.

Code	Meaning
None	A public charity with a 50% deductibility limitation.

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Foreign Per Diem Rates In U.S. Dollars

Country: BELGIUM
Publication Date: 05/01/2009

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
BELGIUM	Antwerp	01/01	12/31	217	120	337	N/A	02/01/2009
BELGIUM	Brugge	01/01	12/31	147	105	252	N/A	02/01/2009
BELGIUM	Brussels	01/01	12/31	198	156	354	N/A	02/01/2009
BELGIUM	Diegem	01/01	12/31	198	156	354	N/A	02/01/2009
BELGIUM	Gosselies	01/01	12/31	126	93	219	N/A	02/01/2009
BELGIUM	Kleine Brogel	01/01	12/31	131	91	222	N/A	02/01/2009
BELGIUM	Liege	01/01	12/31	160	86	246	N/A	02/01/2009
BELGIUM	Mons	01/01	12/31	126	93	219	N/A	02/01/2009
BELGIUM	Other	01/01	12/31	93	81	174	N/A	02/01/2009
BELGIUM	SHAPE/Chievres	01/01	12/31	126	93	219	N/A	02/01/2009
BELGIUM	Zaventem	01/01	12/31	198	156	354	N/A	02/01/2009



Foreign Per Diem Rates In U.S. Dollars

Country: **SWITZERLAND**
 Publication Date: **05/01/2009**

Country Name	Post Name	Season Begin	Season End	Maximum Lodging Rate	M & IE Rate	Maximum Per Diem Rate	Footnote	Effective Date
SWITZERLAND	Basel	01/01	12/31	211	143	354	N/A	05/01/2009
SWITZERLAND	Bern	01/01	12/31	224	143	367	N/A	05/01/2009
SWITZERLAND	Davos	01/01	12/31	211	154	365	N/A	05/01/2009
SWITZERLAND	Geneva	01/01	12/31	284	162	446	N/A	05/01/2009
SWITZERLAND	Klosters	01/01	12/31	227	153	380	N/A	05/01/2009
SWITZERLAND	Lugano	01/01	12/31	245	154	399	N/A	05/01/2009
SWITZERLAND	Montreux	01/01	12/31	205	144	349	N/A	05/01/2009
SWITZERLAND	Other	01/01	12/31	197	132	329	N/A	05/01/2009
SWITZERLAND	Zurich	01/01	12/31	197	132	329	N/A	05/01/2009